

# > Worldwide Travel Training

FY 2001

WE'LL KEEP YOU

ON THE ROAD,

IN THE AIR,

AND

UP-TO-DATE

We've got the knowledge, the expertise, and the most up-dated information to put you in control of all your travel needs.

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You could say that we're the experts in the field of Government travel. We've been providing travel training to the Federal Government community for over 20 years. In fact, we're a partner with GSA's Office of Governmentwide Policy which gives us instant access to rapidly changing regulations. Some of the most recent changes include:

- > The new electronic voucher,
- > The automation of a paperless society for government travelers,
- > Prompt payment of vouchers within 30 days,
- > ... and much more.

GSA TRAVEL TRAINING  
BRANCH - THE EASY WAY TO  
BE KEPT UP-TO-DATE

Constantly changing travel regulations and new technology can really be confusing. And keeping up with all the changes is virtually impossible. That's where GSA's Travel Training Branch comes in.

Our 2001 catalog offer a wide range of courses throughout the calendar year in locations around the country. We'll even conduct on-site training and custom courses. Our classes fill up rapidly, so enroll early to ensure your place in one of our classes.

You can easily register by phone, fax or mail. See page 12 for details.

For course scheduling questions, please call (202) 619-8907, visit our website at: <http://www.midatlantic.gsa.gov/fss/travel/training.htm>, or e-mail us at: [travel.training@gsa.gov](mailto:travel.training@gsa.gov)

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## > Imprest Fund Cashiers

COURSE NUMBER: 1715

This course teaches the responsibilities of imprest fund cashiers. Students learn how to use transmittals and prepare accountability reconciliation forms (including Standard Forms 1128 and 1164) for agency finance offices and to process travel receipt documentation forms for collection. The course also explains the Department of Treasury regulations for Imprest Fund Cashiers. Instructional methods include lectures and discussions. Students should bring hand calculators to class.

**Intended for:** Imprest fund cashiers, financial officers, administrative personnel, travel personnel, and agency policy-level personnel.

**Prerequisites:** None

**Cost:** \$540

**Length:** Two Days

### 2001 Course Schedule

Location	Course#- Session#	Date
Denver, CO	1715-01	March 13–14
Seattle, WA	1715-02	April 17–18
Washington, DC	1715-03	January 16–17
	1715-04	March 6–7
	1715-05	June 26–27
	1715-06	July 10–11

## > Relocation Allowances: FTR and JTR – Vol. 2

COURSE NUMBER: 1745

This course explains in “Plain Language” allowances provided to eligible civilian employees making a permanent change of duty station.

- > Travel authorizations, advances and vouchers
- > Service agreements
- > Househunting and enroute travel
- > Temporary quarters
- > Shipment of households goods/automobiles
- > Property Manangement
- > Real Estate expenses
- > Miscellaneous expenses
- > Last move home

Fast changing updates and streamlining of Federal travel allowances make annual or even twice yearly training strongly advisable.

**Intended for:** Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

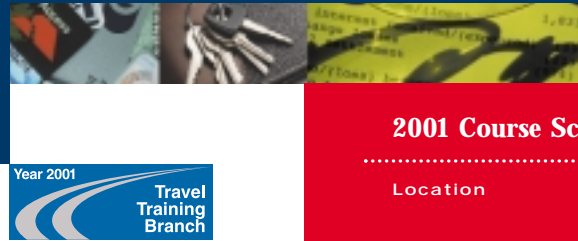
**Prerequisites:** None

**Cost:** \$684

**Length:** Three Days

### 2001 Course Schedule

Location	Course#- Session#	Date
Atlanta, GA	1745-01	January 30–February 7
	1745-02	April 10–12
	1745-03	July 10–12
Boston, MA	1745-04	May 8–10
	1745-05	July 31–August 02
	1745-06	September 18–20
Denver, CO	1745-07	March 6–8
	1745-08	May 1–3
	1745-09	June 19–21
Fort Worth, TX	1745-10	April 17–19
Houston, TX	1745-11	July 31–August 2
Kansas City, MO	1745-12	March 13–15
	1745-13	May 15–17
	1745-14	July 24–26
Pensacola, FL	1745-15	February 27–March 1
	1745-16	May 22–24
	1745-17	August 21–23
Phoenix, AZ	1745-18	February 6–8
	1745-19	April 24–26
	1745-20	July 17–19
San Antonio, TX	1745-21	June 5–7
San Francisco, CA	1745-22	March 27–29
	1745-23	May 29–31
	1745-24	August 7–9
Seattle, WA	1745-25	April 24–26
	1745-26	May 29–31
	1745-27	July 10–12
Washington, DC	1745-30	January 23–25
	1745-31	February 20–22
	1745-32	March 20–22
	1745-33	April 17–19
	1745-34	May 22–24
	1745-35	June 19–21
	1745-36	July 17–19
	1745-37	August 14–16
	1745-38	September 11–13



Year 2001  
Travel  
Training  
Branch

## > Temporary Duty Travel Federal Travel Regulation (FTR)

COURSE NUMBER: 1760

This course teaches students in “Plain Language” to understand temporary duty travel allowances and responsibilities concerning:

- > Travel authorizations
- > Contract air fares
- > Travel Management System (TMS)
- > Mandatory use of charge card
- > Rental cars
- > Per Diem allowances
- > Supervisory oversight of travel authorizations/vouchers
- > Fire safe accommodations
- > Prompt payment of vouchers within 30 days

Fast changing updates and streamlining of Federal travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

**Prerequisites:** None.

**Cost:** \$594

**Length:** 3 days

### 2001 Course Schedule

Location	Course#- Session#	Date
Albuquerque, NM	1760-01	March 20–22
Anchorage, AK	1760-02	May 8–10
Atlanta, GA	1760-04	March 20–22
	1760-05	May 8–10
	1760-06	June 26–28
Boston, MA	1760-07	March 13–15
	1760-08	May 29–June 1
	1760-09	July 10–12
Denver, CO	1760-10	January 09–11
	1760-11	July 24–26
Kansas City, MO	1760-12	February 27–March 1
Phoenix, AZ	1760-13	April 3–5
	1760-14	June 12–14
	1760-15	August 7–9
	1760-16	September 11–13
San Antonio, TX	1760-17	April 24–26
	1760-18	June 19–21
	1760-19	August 28–30
San Francisco, CA	1760-20	January 30–February 1
	1760-21	July 17–19
	1760-22	August 21–23
Seattle, WA	1760-24	March 27–29
	1760-25	June 5–7
	1760-26	July 31–August 2
Washington, DC	1760-29	January 9–11
	1760-30	February 6–8
	1760-31	March 6–8
	1760-32	April 3–5
	1760-33	May 8–10
	1760-34	June 12–14
	1760-35	July 24–26
	1760-36	August 21–23
	1760-37	September 18–20

## > Approving Officials Responsibilities

COURSE NUMBER: 1761

The Joint Financial Management Improvement Program (JFMIP) Travel Reinvention Task Force recommended that agencies shift responsibility for travel voucher review from the voucher examiner to the travel authorizing/approving official or his/her designee.

Voucher examiners historically have been responsible for ensuring that vouchers are properly prepared according to pertinent regulations and agency procedures before being certified for payment. Such individual should be closer to the employee in both proximity and in knowledge of the employee's need to perform official travel, and therefore better able to determine if the claimed expenses are reasonable and were necessary.

Course content:

- > Travel authorizations
- > Prompt payment of vouchers within 30 days
- > Contract City-Pairs
- > Agency responsibility
- > Types of expenses covered by per diem
- > Travel of 24 hours or less
- > Cancelled TDY
- > Deviations for personal travel
- > Actual expense
- > Miscellaneous expenses
- > Use of POV's
- > Transportation allowable
- > Receipt requirements

This course is offered as an on-site special only. For more information, see page 12.

For more information, please call the Travel Training Branch at 202-619-8907, or e-mail: [travel.training@gsa.gov](mailto:travel.training@gsa.gov).



## > Relocation Income Tax Allowances

COURSE NUMBER: 1750

Updated to the new “Plain Language” format, this course looks at the treatment of reimbursed moving expenses by Federal tax regulations. Students learn to distinguish between Federal tax regulations and the FTR in reaching correct decisions concerning the Relocation Income Tax (RIT) Allowances and its impact on personnel assigned to new duty stations.

Frequent changes in tax laws and regulations make annual training advisable for those who must know how to identify and calculate allowable moving expenses and taxable income. Instructional methods include lectures and discussions. Students should bring hand calculators to class.

Intended for: Travel specialists, certifying officers, personnel specialists, administrative officers, and others who prepare agency travel regulations.

**Prerequisites:** Relocation Allowances: FTR and JTR – Vol. 2 (Course #1745)

**Cost:** \$576

**Length:** Two Days

### 2001 Course Schedule

Location	Course#- Session#	Date
Pensacola, FL	1750-01	February 20-21
Washington, DC	1750-02	January 16-17
	1750-03	February 27-28
	1750-04	May 15-16
	1750-05	June 26-27
	1750-06	August 21-22

## > Conference Planning

COURSE #1780

This course teaches students the new travel regulations on conference planning, allowing agencies to increase per diem rate and pay for light refreshments. Discuss where to hold meetings and conferences nationwide, obtain proposals, estimating budget costs, what’s included in room rate, using approved hotel accommodations, agency requirements for conferences, the best times to hold conferences.

Intended for: Meeting planners and other personnel involved in meetings and conferences.

**Cost:** \$250

**Length:** Three Hours

### 2001 Course Schedule

Location	Course#- Session#	Date
Washington, DC	1780-01	January 31
	1780-02	February 22
	1780-03	March 28
	1780-04	April 26
	1780-05	May 30
	1780-06	June 28
	1780-07	July 25
	1780-08	August 30
	1780-09	September 20





## > Temporary Duty Travel: JFTR – Vol. I; Uniformed Services

COURSE NUMBER: 1765

This course teaches students to understand temporary duty travel allowances and responsibilities who are uniform members for Department of Defense. Topics covered are:

- > Travel authorizations
- > Travel Management System (TMS).
- > Mandatory use of travel charge card
- > Rental cars
- > Per Diem allowances
- > Supervisory oversight of travel authorizations/vouchers
- > Fire safe accommodations
- > Prompt payment of vouchers within 30 days

Fast changing updates and streamlining of travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

**Prerequisites:** None

**Cost:** \$594

**Length:** Three Days

### 2001 Course Schedule

Location	Course#- Session#	Date
Pensacola, FL	1765-01	March 20–22
	1765-02	July 17–19
San Diego, CA	1765-03	January 9–11
	1765-04	June 12–14
Washington, DC	1765-06	February 6–8
	1765-07	April 24–26
	1765-08	August 14–16

## > Temporary Duty Travel: Department of Defense JTR – Vol. 2

COURSE NUMBER: 1770

This course teaches students how to understand temporary duty travel allowances and responsibilities in accordance with the Joint Travel Regulations–Vol. 2 for civilian employees with the Department of Defense. Topics covered are:

- > Travel authorizations
- > Contract air fares
- > Travel Management System (TMS)
- > Mandatory use of travel charge card
- > Rental cars
- > Per Diem allowances
- > Supervisory oversight of travel authorizations/vouchers
- > Fire safe accommodations
- > Prompt payment of vouchers within 30 days

Fast changing updates and streamlining of travel regulations make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

**Prerequisites:** None

**Cost:** \$594

**Length:** Three Days

### 2001 Course Schedule

Location	Course#- Session#	Date
Anchorage, AK	1770-01	May 15–17
Pensacola, FL	1770-02	April 17–19
	1770-03	June 12–14
San Diego, CA	1770-04	February 6–8
	1770-05	June 26–28
	1770-06	August 14–16
Washington, DC	1770-08	January 23–25
	1770-09	March 13–15
	1770-10	May 1–3
	1770-11	June 5–7
	1770-12	July 24–26
	1770-13	August 7–9



## > Shipping Household Goods

COURSE NUMBER: 1755

This course examines regulations on household goods and transportation. Students review entitlement and transportation regulations, practice preparing and making shipment, and work with loss and damage claims.

Students also learn to select a carrier, book the shipment, and issue the Government Bill of Lading (GBL). Other areas of study include counseling employees on their entitlements, moving industry practices, and shipment handling; determining the market or replacement value of household goods; assisting employees in preparing damage/loss claims; and analyzing a carrier claim settlement. Instructional methods include lectures and exercises.

Intended for: Administrative and supply officers, transportation officers, and GBL issuing officers.

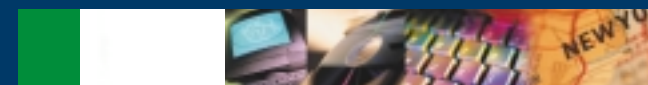
**Prerequisites:** None

**Cost:** \$540

**Length:** Three Days

### 2001 Course Schedule

Location	Course#- Session#	Date
Atlanta, GA	1755-01	June 19-21
Fort Worth, TX	1755-02	August 7-9
Kansas City, MO	1755-03	January 9-11
San Francisco, CA	1755-04	March 6-8
	1755-05	April 3-5
Seattle, WA	1755-06	May 15-17
Washington, DC	1755-07	February 13-15
	1755-08	March 27-29
	1755-09	July 17-19



## > Travel Manager Windows

COURSE NUMBER: 1769

This course teaches students to use computer software to automatically calculate travel costs and allowances and produce a correct agency travel form. Software includes the following:

- > Contract airfares worldwide
- > Per Diem rates worldwide
- > Rental cars
- > Firesafe hotels
- > Maps of locations
- > Tax exempt forms for certain cities
- > Accounting classification
- > Object class codes
- > Mileage rates
- > Federal Travel Regulation on line

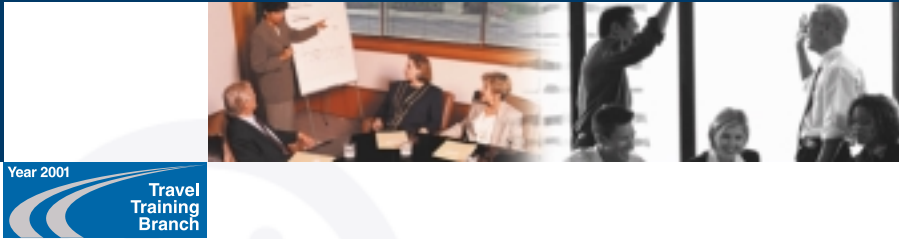
Students learn how the system applies correct travel regulations and per diem rates according to Federal Travel Regulation.

Intended for: Travel managers and staff persons, who process travel documents, budget officials and travelers.

This course is offered as an on-site special only. For more information, see page 12.

For more information, please call the Travel Training Branch at 202-619-8907, or e-mail: [travel.training@gsa.gov](mailto:travel.training@gsa.gov).

GROUP SPECIALS  
AND CUSTOM  
COURSES



Let the GSA Mid Atlantic Region come to you. We will hold any class listed in this catalog for a group formed by you at the site of your choice. Students may come from your own organization, or you may join other Federal, State, or local Government agencies to fill a class. We'll also customize any course for your organization or develop a new course to meet your special needs.

To discuss “Group Specials” and custom courses, rates and services, please call Nancy Murphy at 202-619-8907, or e-mail: [Nancy.Murphy@gsa.gov](mailto:Nancy.Murphy@gsa.gov).

HOW TO REGISTER

Once you’ve found the course, date and location of your choice, registration is easy. Simply complete your agency training form and then do the following.

Two Ways to Register

**By Fax:** Fax a fully completed agency training form (DD-1556, SF-182 or equivalent agency training form) to 202-619-8914.

**By Mail:** Mail the completed agency training form to:  
Registrar  
GSA Travel Training Branch  
490 L'Enfant Plaza, SW, Suite 8214  
Washington, DC 20407

Three Ways to Pay

By Training Form or Purchase Order

By Government purchase credit card

By Check payable to: GSA/FSS – Travel Training Branch

To find out more about our on-site training course please contact Nancy Murphy, Program Expert, Travel Training Branch at 202-619-8907.

Or e-mail us at: [travel.training@gsa.gov](mailto:travel.training@gsa.gov)

Or visit our website at: [www.midatlantic.gsa.gov/fss/travel/training.htm](http://www.midatlantic.gsa.gov/fss/travel/training.htm)

CREDIT CARD FORM

Mail or fax to: Registrar  
GSA Travel Training Branch  
490 L'Enfant Plaza, SW, Suite 8214  
Washington, DC 20407  
Fax 202-619-8914

*Please print clearly*

Student's Name

E-Mail Address

Organization's Name

Address

Telephone Fax

Cardholder's Name

Credit Card Number Expiration Date

2001 Course Series Registration Form

Course#- Session#	Location	Date	Price
OFFICE USE ONLY			Total Amount

Date:

Authorization:

Reference:

Made by:

*Cardholder acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the issuer.*

**GSA Travel Training Branch Cancellation Policy:**  
Substitutions are permitted anytime up to the start of the course. If you cancel your course registration more than two weeks in advance, GSA Travel Training Branch will refund your tuition payment. For cancellations less than two weeks, a cancellation fee of \$75 will be charged.  
GSA Travel Training Branch reserves the right to cancel any session with insufficient enrollment. We suggest that you do not make nonrefundable airline reservations unless you have received a confirmation letter.





U.S. General Services Administration  
Travel Training Branch  
GSA Mid-Atlantic Region